

Attending:

<input checked="" type="checkbox"/>	Richard Mahon(Co-Chair)
<input checked="" type="checkbox"/>	Barbara McNeice-Stallard (Co-Chair)
<input checked="" type="checkbox"/>	L.E. Foisia
<input type="checkbox"/>	Alexis Carter
<input checked="" type="checkbox"/>	Joan Sholars (Budget Liaison)
<input checked="" type="checkbox"/>	Meghan Chen

<input checked="" type="checkbox"/>	Grace Hanson
<input checked="" type="checkbox"/>	Joumana McGowan
<input type="checkbox"/>	Mohamed Almouazzen (Student Rep)
<input checked="" type="checkbox"/>	Rosa Royce (Budget Liaison)
<input checked="" type="checkbox"/>	Kim-Leiloni Nguyen
<input type="checkbox"/>	Michelle Sampat

<input checked="" type="checkbox"/>	Annel Medina Tagarao
<input type="checkbox"/>	Kate Morales
<input checked="" type="checkbox"/>	Pedro Suarez (Guest)
<input checked="" type="checkbox"/>	Chisa Uyeki (Co-Chair)
<input checked="" type="checkbox"/>	Rocio Avila
<input checked="" type="checkbox"/>	Betsy Lawlor

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<input checked="" type="checkbox"/>	Lisa E. Jackson (Recorder)

AGENDA

	Item/Comments	Time	Discussion/Outcome
1.	<p>Welcome and Introductions (Richard)</p> <ul style="list-style-type: none"> New Member - Betsy Lawlor COVID-19 Impact to IEC Operations? 	5 mins	Richard welcomed the group to the meeting and introduced our newest member, Betsy Lawlor.
2.	<p>PIE Update (Michelle, Pedro)</p>	10 mins	<p>Pedro shared that since no in-person trainings could be conducted, they were moved to Zoom. There have been a few PIE trainings with the most notable being last Friday with four PIE units joining the training. A memorandum is being drafted to be sent to the campus detailing the new protocol for completing PIEs which should simplify the process.</p> <ul style="list-style-type: none"> Trainings scheduled throughout the month of June. Deadline for submitting unit PIE is June 15. <p>Joan expressed concern regarding the deadline because faculty and/or department chairs may not have the time needed to complete it because of everything else they are being asked to do.</p> <p>In response to Joan, Richard stated that the direction from Fiscal and Admin Services to the Deans' was that the budget from last year will be rolled forward because there will be no new money.</p> <ul style="list-style-type: none"> There has been discussion about pre-populating, as much as possible for Chair's, so that the amount of new work is as minimal as possible. <p>Pedro stated that after surveying and receiving feedback from faculty and Department Chair's, that the 3rd stage is, where most of the time is spent and its also the most complicated part related to PIE completion, and this is what is emphasized in the memorandum.</p> <ul style="list-style-type: none"> Guidance has provided concerning what is needed for 2020/2021 and how it should be requested. The level of requests (low, medium, high, or urgent) that are critical, need to be indicated as well. This will assist in the prioritization process once it's reviewed by the Deans'.

			Loni shared that many Biology classes have labs and will be effected and because PPE will be needed. However, it is unknown at this point as to whether or not labs will be open during the Fall semester.
3.	<p>ACCJC Annual Reports (draft) (Barbara, Rosa)</p> <ul style="list-style-type: none"> • Student Achievement (Barbara) handout • Fiscal (Rosa) handout • Annual Report (handout) <p><i>Extension given to May 1, 2020</i></p>	15 mins	<p>Rosa provided a brief overview of the Annual Fiscal Report and stated that this year the report was easier to complete versus previous years thanks to the new team at the ACCJC. The reports used to compile the required report also have assisted in streamlining the report as well.</p> <ul style="list-style-type: none"> • The financial numbers are straightforward from the 311 report. • The only debt that must be reported is related to the General Fund. • Report will be sent to Accreditation Steering Committee and then to Budget Committee. <p>Richard added that he has reviewed the report and Mt. SAC is in solid condition fiscally. Both the ACCJC and WASC monitor districts whose fiscal behavior puts them at risk, but Mt. SACs report is indicative that the college is in great shape.</p> <p>Barbara provided a brief overview of the Annual Report. She stated that there are two annual reports that are submitted to the ACCJC. There have been some changes in how the ACCJC asks for the data this year versus last year.</p> <ul style="list-style-type: none"> • Enrollment counts are now done by Fiscal Year. • Distance Education will also be radically different next year as well. • Answering no to correspondence education; however, this could change. • College scorecard is available (click here to view). Any college that receives federal financial aid has a scorecard.
4.	<p>Strategic Plan (Richard, Chisa, Barbara)</p> <ul style="list-style-type: none"> • Richard’s Memo to PAC on IEC (March 11, 2020) • Meeting with Bill, Richard, Chisa, Barbara (April 8, 2020) • Showcase draft Strategic Plan at Expanded PAC - Nov 25, 2020 	20 mins	<p>Richard stated that Mt. SAC has done an enormous amount of planning in the last couple of years, but what has not been done is an integration of those plans into a single strategic plan.</p> <ul style="list-style-type: none"> • There are challenges presented by Mt. SACs large size. • The Strategic Plan ought to be the College’s single document that brings all of the other plans together. • Ongoing challenge – how good is the data? Barbara and her staff are constantly working on this. • Important audience for the midterm and for the Strategic Plan, is the Mt. SAC community.
5.	<p>Accreditation - Midterm Report (Rocio, Betsy, Richard, Barbara)</p> <ul style="list-style-type: none"> • Richard’s Memo to PAC on ASC including Midterm Report timeline (March 11, 2020) • Midterm Report Draft handout 	15 mins	<p>Rocio reported that we are on track to complete the Midterm Report.</p> <ul style="list-style-type: none"> • A first draft has been sent to Academic Senate Exec and will then be sent to Academic Senate (full) for review. • In addition to the other work being done, Richard’s letter will be added to the next report which will be distributed on April 29.

			<ul style="list-style-type: none"> The draft timeline has been updated and reflects where we are in the process. Rocio stated that she had been having difficulty figuring out which departments have department-wide examinations, how we are testing for bias, and how we are ensuring enhanced reliability. The challenge has been getting those that are able to contribute, to do so. Even with the contributions received, some key pieces are still missing. <p>Richard reiterated that the most important audience for the Midterm Report is not the Commission, it is us. In many ways the most important part of the Midterm Report is the College's report on the Quality Focused Essay.</p> <ul style="list-style-type: none"> The Commission is now very different and a 600 page self-study is no longer required. In 2014 the Commission began moving away from compliance to quality improvement and asked college's what they want to improve. The three things we articulated in our 2017 QFE were: 1) Key Performance Indicators. 2) Guided Pathways Initiative. 3) Student Equity and Achievement Program
6.	Other (All)	5 mins	<p>Joan asked about Expanded PAC if another meeting would be rescheduled this semester. Richard stated that the next time we would have a meaningful agenda would be in Fall.</p> <p>Joumana inquired about the drafting of the Strategic Plan and who it would be shared with prior to being presented at Expanded PAC in November. Richard stated that he would take the responsibility of moving it along, but the Strategic Plan is a document that should include dialogue with Academic Senate, Faculty Association, CSEA, Budget Committee, etc. It needs to be a document that the campus has a sense of involvement and ownership.</p>
7.	Future Agenda Items: <ol style="list-style-type: none"> PIE Update Midterm Report Strategic Plan IEC Purpose, Function, and Membership 	5 mins	
Future Meetings: 4th Wednesday of each month from 1:30pm-3:00pm – via Zoom (May 27)			